

# FOIA and Privacy Act Request # EPA-HQ-2020-002192

Date of Request: January 10, 2020

FOIA Requester: James Chelmowski

FOIA filed on FOIAOnline

Request Details (see below):

This request is pursuant to both FOIA law 5 USC 552 and Privacy Act law 5 USC 552a. Provide copies of documents, phone logs, instant messages, text messages (which the EPA is required to document in an email) emails, email attachments, and all communications related to these six Privacy Act requests the EPA identified that were by this FOIA and Privacy Act Requester. See Privacy Act requests below:

- 1) The EPA identified the EPA received a Privacy Act request on March 20, 2017, which the EPA provided an identification # of PA-0001-2017.
- 2) The EPA identified the EPA received a Privacy Act request on March 20, 2017, which the EPA provided an identification # of PA-0001-2017A.
- 3) The EPA identified the EPA received a Privacy Act request on October 7, 2019, which the EPA provided an identification # of PA-0001-2020.
- 4) The EPA identified the EPA received a Privacy Act request on October 16, 2019, which the EPA provided an identification # of PA-0003-2020.
- 5) The EPA identified the EPA received a Privacy Act request on October 16, 2019, which the EPA provided an identification # of PA-0004-2020.
- 6) The EPA identified the EPA received a Privacy Act request on October 16, 2019, which the EPA provided an identification # of PA-0005-2020.

This search should be conducted by the EPA's FOIA and Privacy Act policy and procedures using the Microsoft 365 e-discovery which the EPA has Documented in FOIA requests # EPA-HQ-2019-8874. The FOIA # EPA-HQ-2019-8874 released files are uploaded in supporting files.

The Microsoft Office 365 search for all locations. See Microsoft Office 365 Search capabilities online <https://docs.microsoft.com/en-us/microsoft-365/compliance/content-search> and snippets below:

5. Under **Search query**, specify the following things:

Search query ⓘ

^ \* Keywords

Enter keywords

☐ Show keyword list ⓘ

+ Add conditions ⓘ

^ Locations: None

☐ All locations ⓘ

☒ Specific locations Choose...

Status: query not run

Save & run Status details

Location	Selected locations	Select all
Exchange email	None selected	<input type="checkbox"/>
Office 365 group email	Choose users, groups, or teams	
Skype for Business	Click to choose specific mailboxes to search	
Teams messages		
To-Do		
Sway		
Forms		
Yammer conversations		Click the toggle to search all locations in the service
SharePoint sites	None selected	<input type="checkbox"/>
OneDrive accounts	Choose sites	
Office 365 group sites	Click to choose specific sites to search	
Teams sites		
Yammer networks		
Exchange public folders		<input type="checkbox"/>

This request is made under both FOIA and Privacy Act laws. The EPA must provide copies of documents, phone logs, instant messages, text messages (which the EPA is required to document in an email), emails, email attachments, and all communications related to these six Privacy Act requests the EPA identified that were by this FOIA and Privacy Act Requester.

The EPA should be able to search extremely easy all the EPA emails accounts, SharePoint, OneDrive, etc. for this FOIA and Privacy Act Requests. The beginning date of search be January 1, 2017 and ending the later of the date of search or the date of this FOIA and Privacy Act request.

The Following Files are uploaded in the Supporting Files:

- 1) This Full FOIA and Privacy Act Request EPA-HQ-2020-002192
- 2) The FOIAonline printout for FOIA Request EPA-HQ-2019-8874 for the following:  
Provide any and all EPA's directives, policies and procedures for Privacy Act requests. Also, provide any and all EPA's internal manuals, and instructions for Privacy Act requests. The EPA has identified some the detailed documents for EPA FOIA requirements including directives, policies, procedures, manuals and/or instructions in other FOIA requests, therefore similar documents must exist for Privacy Act requests. see for example the attached is the EPA's "The Key Steps to Providing Any FOIA Request".
- 3) The Released Records for FOIA Request EPA-HQ-2019-8874 which the EPA labeled as
  - a) [EPA - Key Steps to Processing Any FOIA Request](#)
  - b) [OISP Response to EPA-HQ-2019-008874](#)